

Job Title: STOREKEEPER II - COOK COUNTY /EMERGENCY TRAFFIC PATROL - IPR#45890

Agency : Department of Transportation

Closing Date/Time: 03/23/2023

Salary: \$4,562 - \$6,082 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 2

Plan/BU: RC451

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

***This position is subject to a pre-employment physical examination and drug and alcohol testing and subject to random drug and alcohol testing after hired.**

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire Storekeeper II's.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

25%

1. Maintains a current inventory and stock of auto/truck parts, automotive chemicals, on board equipment, uniforms, and personal safety items.

- Ensures ample quantity of parts and operational items are in stock for emergency repairs, preventative vehicle maintenance, and the continuously effective operation of ETP unit.

- Operates stock counter and issues parts, supplies and equipment to mechanics and other personnel such as engine components, wrecker equipment, tires, oil batteries, stock on board equipment required for vehicle operation and a wide variety of other parts and supplies.

20%

2. Maintains comprehensive daily records of all commodities, repair items, hand tools for the ETP unit.

- Ensures that expenditures for various budget accounts do not exceed allotments.
- Analyze stock levels through manual or automated systems to record and control stockroom inventory.
- Utilizes the Asset Management Program (AMP) for entries daily.
- Recommends timing of supply purchases.

15%

3. Utilizes AMP to prepare budget reports, timekeeping/timecards, daily accomplishments, and other requested information.

- Processes all invoices for district headquarter approval.
- Monitors inventory purchases following procurement policies and procedures.

15%

4. Contacts suppliers for prices and solicits quotations for contractual services such as fire extinguisher maintenance and fabrication of uniform components.

(Job Responsibilities continued)

10%

5. Places orders for gasoline, oil, lubricants and other supplies through CMS purchasing system.

- Places orders or makes local purchases of small items required by an Operations Supervisor/Manager.
- Operates vehicles to pick up supplies from vendor sites.
- Obtains bids on supplies in conformance with established procedures.

10%

6. Prepares Field Purchase Authorizations and generates order requests through computer for auto & truck parts, equipment, and commodities required for the operation of vehicles that are in motion 24 hours a day/7 days a week.

- Completes receiving reports for all incoming supplies.
- Constant communication with vendors regarding shipments.
- Schedules pick up of stores inventory and supply sub-orders

5%

7. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

Knowledge, Skills, and Abilities

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of four years high school.
2. Requires two years' experience in the keeping of stores and stores records.

Preferred Qualifications (In Order of Significance)

1. Requires one year of professional experience using organizational skills.
2. Requires one year using professional communication.
3. Requires the ability to maintain accurate records.

Conditions of Employment

1. Requires valid Illinois driver's license.
2. Able to report to headquarters within 45 minutes in emergency situations.
3. Ability to lift 50lbs and perform arduous labor if required.

Position Marketing Statement

The Illinois Department of Transportation seeks to hire a Storekeeper. Under general supervision of the Operations Supervisor, the Storekeeper issues supplies and maintains inventory of equipment and commodity items for the Operations Maintenance Facility.

Work Hours: 5:30 AM - 2:00 PM or 1:30 PM - 10:00 PM Monday-Friday

Work Location: 3501 S Normal Ave Chicago, IL 60609-1721

Office: Office of Highways Project Implementation/Region 1/District 1/Traffic

Agency Contact: DOT.CONTACTTHR@ILLINOIS.GOV

Job Family: Facility/Fleet Management; Transportation

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com